



Michael Watson SECRETARY OF STATE

Business Services Division Notary Specialist

The candidate will be a primary point of contact for all notaries public in Mississippi. The candidate will be expected to learn several proprietary data entry software programs and will process incoming applications and bonds with great attention to detail.

Additionally, the candidate will be cross-trained in a variety of other Business Services and Regulation customer service functions including assisting walk-in customers, working in our call center, and other administrative functions.

Responsibilities:

- Learn and use the Agency's proprietary notary public data system, including data entry of all notary applications, bonds, and renewal applications.
- Familiarize himself or herself with the Mississippi statute and rules for notary publics
- Answer questions of registered and prospective notaries public and other customers regarding notary law in Mississippi.
- Complete special projects as assigned by Director and Assistant Secretary of State.
- Become commissioned as a notary public
- Execute authentications and apostilles on behalf of the Agency

Requirements:

- High School diploma plus 4 years administrative or customer service experience; or associate degree and at least 1 year of administrative or customer service experience.
- Basic computer skills: a working knowledge of Microsoft Office products, including Outlook, Excel, and Word, the ability to use various databases to view and catalog information, and familiarity with the internet.
- Ability to meet deadlines and work within a team.
- Ability to set priorities and manage multiple responsibilities at once.

Preferred:

- State government experience
- Data entry experience
- Customer service experience